

Group Milwaukee
Y2K Business Continuity Contingency Plan Exercise
Conducted 9 September 1999

Executive Summary

United States Coast Guard (USCG) Group Milwaukee was a participant in a Y2K contingency plan exercise conducted by the Milwaukee County Sheriff's Department, Division of Emergency Management. The tabletop exercise was conducted on 9 September 1999 for a period of 3 ½ hours. The purpose of the exercise was to evaluate procedures for interagency communications and cooperative activities in the event of Y2K related failures. Numerous port stakeholders, community outreach organizations, local and state emergency response units, and federal agencies participated.

Background

Group Milwaukee has developed a Business Continuity and Contingency Plan (BCCP) to identify specific contingency plans and procedures that can be implemented in the event of Y2K related failures and other emergencies. The plan contains strategies to mitigate risks and documents procedures and assignments to enable emergency response while continuing normal operations. The plan addresses all aspects of Group operations including communication with unit personnel, with other USCG units, and with other port stakeholders; back-up communications equipment such as VHF-FM radios; back-up power sources for facilities and equipment such as batteries and emergency generators; staffing; supply and logistics; and personnel services such as food and berthing for watchstanders.

The purpose of the contingency plan is to ensure readiness for Y2K critical dates; however, the planning provides an excellent framework to address any emergency situation.

Step 1 – Establish Major Objectives

The major objective for the exercise was to test interagency relations and communications. For the Group and Marine Safety Office (MSO) this exercise provided a test of the BCCP Section 5200, Communications.

Step 2 – Identify Exercise Participants

Participants are listed in the table below.

Participant Type	Participant
Port Stakeholders	
	Ameritech
	Wisconsin Electric
	Wisconsin Gas

The table is continued on the next page.

Participant Type	Participant
State/Local Government	
	Milwaukee County Commissioner's Office
	Milwaukee County Sheriff's Department Division of Emergency Mgt
	Milwaukee County Sheriff
	Milwaukee Department of Public Works
	Milwaukee Fire Department
	Milwaukee Health Department
	Milwaukee Police Department
	Milwaukee Mayor's Office
	Wisconsin Department of Natural Resources
	Wisconsin National Guard
Outreach Organizations	
	American Red Cross
	Salvation Army
United States Coast Guard	
	Marine Safety Office, Milwaukee
	Group, Milwaukee
Other Federal Agencies	
	Federal Bureau of Investigation

Table 1 – Milwaukee Exercise Participants

Step 3 – Develop Exercise Scenario(s)

The Group Milwaukee exercise consisted of the following scenario:

- **Tabletop Exercise** – The exercise involved the discussion of several possible Y2K related failure scenarios that would occur at or near midnight on December 31, 1999. Discussions covered mitigating strategies, response procedures, communication plans, personnel/equipment readiness and deployment, and back-up power and communication sources.

Step 4 – Conduct Exercise Activities

This section presents the primary Group Milwaukee exercise activities.

- **Tabletop Exercise**
 - The scenarios were presented to the players one event at a time.
 - Each event was then addressed by the players that would likely be impacted.
 - The event and potential solutions were then open for group discussion.

Step 5 – Conduct Post Exercise Analysis

The results of the post exercise analysis are provided in the table on the next page.

No.	Observation/Explanation	Lesson Learned	Recommended Action
1	Communications is critical to fulfilling the statutory mission of Group Milwaukee.	Radio communications were verified between USCG Group Milwaukee Communications Center and the Milwaukee County Emergency Operations Center (EOC). This capability gives the Group and MSO access to every EOC within the state of Wisconsin, thus ensuring communications with all state and local agencies in the event of a loss in telephone service.	Update Section 5200 of the BCCP to address communications with the Milwaukee County EOC.
2	Community outreach organizations may need support from USCG and other emergency response units.	The exercise identified the need to address resource requests from organizations such as the Red Cross and Salvation Army.	Pursue contacts with local outreach organizations to ensure preparedness for Y2K related emergencies.
3	The USCG Base may be needed as an emergency shelter.	There is the potential for requests to use the USCG Base Milwaukee for temporary shelter and humanitarian assistance if other assistance is not available within the local community.	Investigate means to implement assistance using Base resources.
4	A liaison needs to be established between the USCG and the Milwaukee County EOC.	MSO Milwaukee personnel will maintain a watch at the Milwaukee County EOC when activated during the Y2K critical periods. These personnel will serve as a USCG liaison and serve as the FOSCR in the event of an oil or hazardous material spill reported to the EOC.	Implement liaison between units.

Table 2 – Milwaukee Exercise Results

For More Information***Contact the USCG Representatives***

No Point of Contact (POC) was identified for this exercise.

Or, Visit the Web Sites

Group: <http://www.uscg.mil/d9/grumil/index.html>